



PR/096495 | HR Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1572922

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 20th, 2026 10:39

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

A Singapore-based engineering firm in the construction and building services sector, supporting both office and site operations with hands-on, practical working culture.

This is a **HR Generalist** role that supports day-to-day HR operations. The role is hands-on and operational, covering core HR administration, employee support, and coordination work. It is suitable for someone who is proactive, comfortable helping beyond defined tasks when needed, and early in their HR career who is keen to learn and gain broad HR exposure.

Responsibilities

Work Pass & Manpower Administration

- Assist with application, renewal, and cancellation of work passes (WP / S Pass / EP).
- Coordinate purchasing of Primary Care Plan (PCP) for foreign staff.
- Maintain accurate manpower and employee records.

Training & Course Registration

- Register staff for required safety and compliance courses such as:
 - Safety Orientation Course (SOC)
 - Manage Work at Heights (MWAH)
 - Other MOM / WSH related courses
- Track training attendance and update records accordingly.

Onboarding & Offboarding Support

- Support onboarding of new hires including:
 - Office introduction and orientation
 - Creation of staff profiles in HR / e-portal systems
- Assist with staff offboarding, including clearance and dormitory check-out arrangements.

Dormitory & Welfare Support

- Support check-in and check-out for dormitory accommodation.
- Coordinate with dorm operators on room allocation and related matters.

Events & Staff Engagement

- Assist in organising staff events such as company dinners, buffets, festive hampers, and mooncake distribution.
- Support consolidation, tracking, and distribution of staff welfare items.

Daily HR Support

- Respond to staff HR-related WhatsApp and walk-in queries.
- Provide administrative support to the HR team as required.

Requirements

- Diploma or equivalent in Human Resources, Business Administration, or related discipline.
- 0–2 years of HR / administrative experience preferred (fresh graduates are welcome).
- Familiar with MOM work pass processes is an advantage.
- Good organisational and coordination skills.
- Comfortable using Microsoft Office and HR systems.
- Able to communicate clearly with staff from diverse backgrounds.
- Friendly, helpful, and service-oriented
- Well-organised with good follow-through
- Able to handle multiple tasks in a fast-paced environment
- Willing to learn and grow in HR operations

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Company Description